INTRODUCTION
The CSIR has developed guidelines for access norms and thresholds to facilitate the planning of social facilities and recreational spaces in a range of settlements. These guidelines have been developed over many years by the CSIR and have been applied in several service access planning projects, dealing with the location and right-sizing of social facilities across South Africa.

PURPOSE
The guidelines assist local authority planners in developing well-provisioned and planned human settlements that are fully functional by allowing for:
• Benchmarking of provisions
• Ensuring equitable facility distribution
• Service access planning using accessibility analysis
• Auditing of progress in eliminating backlogs
• Informing capital budgets and sustainability
• Enabling apolitical decision making.

CONTENTS OF THE GUIDELINES PUBLICATION
Besides providing information on the guidelines and on the context and approach followed during their development, the publication also includes:
• A hierarchy of settlements for the setting of varying norms for the delivery of social facilities
• A recommended process for managing social facility provision, including a stepwise process for using the guidelines
• A summarised set of access norms and threshold standards for each category of settlement size
• More details on each individual facility type.

The following extracts taken from the publication illustrate this.

A. SETTLEMENT CLASSIFICATION

<table>
<thead>
<tr>
<th>CATEGORIZATION OF SETTLEMENTS</th>
<th>AREA (km²)</th>
<th>POPULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Metropolitan cities (only)</td>
<td>&gt; 1 000 000</td>
</tr>
<tr>
<td>B</td>
<td>Large cities</td>
<td>100 000 - 1 000 000</td>
</tr>
<tr>
<td>C</td>
<td>Medium cities</td>
<td>10 000 - 100 000</td>
</tr>
<tr>
<td>D</td>
<td>Small towns</td>
<td>1 000 - 10 000</td>
</tr>
<tr>
<td>E</td>
<td>Villages</td>
<td>&lt; 1 000</td>
</tr>
</tbody>
</table>

A hierarchy of settlement types was drawn up to act as the basis for differing sets of social facility provision guidelines for each settlement type and size.

B. USING THE GUIDELINES - A STEPSWISE PROCESS

1. Establish the settlement type (CONSULT GUIDELINES)
2. Identify which social facilities should be provided (CONSULT GUIDELINES and consider local context)
3. Compile an inventory of current facilities (locate and consider local context)
4. Establish demographic profile of population (Stats SA data or CSIR GAP 2011 www.gap.co.za)
5. Evaluate need against current provision norms – determine backlogs (compare inventory against GUIDELINES & check travel distances)
6. Community consultation/interaction to determine its requirements
7. *(Optional) Assess need for non-compulsory facilities (CONSULT GUIDELINES)*
8. Review demographic profile
9. Community interaction
10. Identify funding for new facilities/upgrading existing facilities & future operational costs
11. Secure funding & buy-in
12. Identify land & start procurement process

Examples of service access planning outputs which use the guidelines as input parameters

By using the access norms and thresholds in the guidelines, service access planning employing GIS accessibility mapping can be undertaken successfully.

This guideline document seeks to provide a quantitative and rational framework for the provision of key social facilities for various levels of settlements to support the planning process and provide support to the social facility investment plans.

C. EXAMPLE OF GUIDELINES FOR A SETTLEMENT TYPE - B

Guidelines for settlement type B: Large cities/small metros

Guidelines are provided mainly in terms of demand thresholds and access targets (defined as travel time or distance), and provide a framework for negotiating appropriate facility location and size within a range of contexts.

D. EXAMPLE OF INDIVIDUAL SOCIAL FACILITY PROVISION GUIDELINES (ACCESS, THRESHOLDS AND SITE SIZES)

Each of the facility types covered by the guidelines has been given an individual sheet which summaries key information.